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**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service  
Authorized Federal Supply Service Schedule Price List**

**PRIME SOURCE TECHNOLOGIES, LLC**

**Contract #: GS-10F-047AA**

**Multiple Award Schedule (MAS)  
Federal Supply Group: Professional Services**

**Contract Period: November 21, 2017 through November 20, 2022  
As of Modification: PS-0023, effective April 20, 2020**

**Prime Source Technologies, LLC  
1825 K Street N.W., Suite 670  
Washington, DC 20006  
Phone: 202-628-3339  
Facsimile: 888-648-8648  
Website: <http://www.primesource.com/>  
Business Size: Large**

**Contract Administration Source:** Jason Castaneda  
**Email:** [Castanedaj@primesource.com](mailto:Castanedaj@primesource.com)  
**Phone:** 202-628-3339

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

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## CUSTOMER INFORMATION

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- 1a. Awarded Special Item Number(s) (SINs):**  
**SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services  
**SIN 561210FS:** Facilities Support Services  
**SIN OLM:** Order-Level Materials
- 1b. Identification of Lowest Unit Price for Each SIN:** See page 12 Consulting Labor Rates.
- 1c. Labor Category Descriptions:** See page 6 Labor Categories for Descriptions.
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100.00**
- 4. Geographic Coverage:** Domestic Delivery
- 5. Point(s) of Production:** Washington, DC
- 6. Statement on Net Price:** Prices listed herein are net.
- 7. Quantity Discounts:** 1% discount for orders above \$1,000,000.
- 8. Prompt Payment Terms:** 1% - 10 days, Net 30 days.  
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Acceptance of Government purchase cards below micro-purchase threshold:**  
Prime Source Technologies, LLC accepts Government purchase cards below the micro-purchase threshold.
- 9b. Acceptance of Government purchase cards above micro-purchase threshold:**  
Prime Source Technologies, LLC accepts Government purchase cards above the micro-purchase threshold.
- 10. Foreign Items:** N/A

- 11a. Time of Delivery:** To be negotiated per each delivery order between contracting agency and contractor.
- 11b. Expedited Delivery:** To be negotiated per each delivery order between contracting agency and contractor.  
Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day Delivery:** N/A
- 11d. Urgent Requirements:** N/A
- 12. F.O.B. Point(s):** Destination
- 13a. Ordering Address(s):**
- Prime Source Technologies, LLC  
1825 K Street N.W., suite 670  
Washington, DC 20006  
Phone: 202-628-3339  
Facsimile: 888-648-8648  
Website: <http://www.primesource.com/>  
Point of Contact: Jason Castaneda  
Email: [Castanedaj@primesource.com](mailto:Castanedaj@primesource.com)
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address(s):**
- Prime Source Technologies, LLC  
1825 K Street N.W., suite 670  
Washington, DC 20006  
Phone: 202-628-3339  
Facsimile: 888-648-8648  
Website: <http://www.primesource.com/>  
Point of Contact: Jason Castaneda  
Email: [Castanedaj@primesource.com](mailto:Castanedaj@primesource.com)
- 15. Warranty Provision:** N/A

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16. **Export Packing Charges:** N/A
  17. **Terms and conditions of Government purchase card acceptance:** (any thresholds above the micro-purchase level). Ordering agencies are to follow their own credit card payment procedures.
  18. **Terms and conditions of rental, maintenance, and repair:** N/A
  19. **Terms and conditions of installation:** N/A
  - 20a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
  - 20b. **Terms and conditions for any other services:** N/A
  21. **List of service and distribution points:** N/A
  22. **List of participating dealers:** N/A
  23. **Preventive Maintenance:** N/A
  - 24a. **Special attributes such as Environmental Attributes:** N/A
  - 24b. **Section 508 Compliance:** N/A for the SINS offered.
  25. **Data Universal Number System (DUNS):** 09-6463000
  26. **Notification regarding registration in System for Award Management (SAM) database.** Prime Source Technologies, LLC is registered in SAM.

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## LABOR CATEGORY DESCRIPTIONS

### SIN 541611 and SIN 561210FS

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#### **Project Manager**

##### Minimum/General Experience:

Eight (8) years of experience, or equivalent combination of education and experience, providing management and direction to programs and program/project personnel. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual managerial and administrative issues. Provides overall direction of program activities.

##### Functional Responsibility:

Under limited guidance oversees program development, contracts, funds, and resources. Operates within client guidance, contractual limitations, and company business and policy directives. Supervisory responsibilities include hiring, firing, and performance management.

##### Minimum Education:

Bachelor's Degree, or a combination of equivalent training/practical experience.

#### **Principal Management Consultant**

##### Minimum/General Experience:

Twelve (12) years of experience, or equivalent combination of education and experience, providing expert advice, assistance, guidance, and counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts.

##### Functional Responsibility:

Sets up consultations that include strategic, business, and action planning, measuring performance and results, policy and planning assistance, making best use of resources, and managing change. Operates within client guidance, contractual limitations, and company business and policy directives.

##### Minimum Education:

Masters Degree, or a combination of a Bachelors Degree and/or equivalent training/practical experience.

### **Mid Level Consultant**

#### **Minimum/General Experience:**

Eight (8) years of experience, or equivalent combination of education and experience, providing expert advice, assistance, guidance, and counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts.

#### **Functional Responsibility:**

Under limited supervision sets up consultations that include strategic, business, and action planning, measuring performance and results, policy and planning assistance, making best use of resources, and managing change. Operates within client guidance, contractual limitations, and company business and policy directives.

#### **Minimum Education:**

Bachelor's Degree or a combination of equivalent training/practical experience.

### **Senior Analyst**

#### **Minimum/General Experience:**

Six (6) years of experience, or equivalent combination of education and experience in formulating and defining business processes to include systems analysis and objectives through research and fact-finding combined with a basic understanding of business transformation processes and industry requirements. Includes analysis of business and user needs; organizational resources; products and services; operational and management processes. May also produce and document requirements and or findings.

#### **Functional Responsibility:**

Under limited supervision performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives and identify area for productivity improvements to meet specific agency needs related to management, organization, and business improvement services, such as, but not limited to customer service and team building, business process reengineering, strategic planning, process improvement, and change management. Operates within client guidance, contractual limitations, and company business and policy directives.

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Minimum Education:

Bachelor's Degree or a combination of equivalent training/practical experience.

**Junior Analyst**

Minimum/General Experience:

Four (4) years of experience, or equivalent combination of education and experience in formulating and defining business processes to include systems analysis and objectives through research and fact-finding combined with a basic understanding of business transformation processes and industry requirements. Includes analysis of business and user needs; organizational resources; products and services; operational and management processes. May also produce and document requirements and or findings.

Functional Responsibility:

Under limited supervision performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives and identify area for productivity improvements to meet specific agency needs related to management, organization, and business improvement services, such as, but not limited to customer service and team building, business process reengineering, strategic planning, process improvement, and change management. Operates within client guidance, contractual limitations, and company business and policy directives.

Minimum Education:

Bachelor's Degree or a combination of equivalent training/practical experience.

**Senior Technical Consultant**

Minimum/General Experience:

Ten (10) years of experience, or equivalent combination of education and experience, providing technical solutions and direction to activities of programs and organizations. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual technical issues.

Functional Responsibility:

Considered an expert in one or more disciplines or systems. An emerging technical authority that applies extensive expertise as a specialist with a working knowledge of other related disciplines. Performs technical projects that may involve direction of other technical personnel. Develops solutions to complex



problems that require the regular use of ingenuity and creativity. Work is performed with limited direction.

Minimum Education:

Masters Degree, or a combination of a Bachelors Degree and/or equivalent training/practical experience.

**Principal Specialist**

Minimum/General Experience:

Five (5) years of experience, or equivalent combination of education and experience, providing reports, studies, memos, and presentation materials.

Functional Responsibility:

Provides high-level document support to managers and staff. May lead one or more specialists to provide complete document support to a very large department or field location. Coordinates complex and important projects and logistical details to ensure smooth operation of the unit. Advises managers and staff on proper procedures and policies. Responsible for preparing weekly and monthly reports involving research and data collection. Is delegated numerous complex and often confidential responsibilities. Drafts correspondence and prepares presentations. Works under limited supervision on complex tasks within established procedures. Work impacts contract performance.

Minimum Education:

Bachelor's Degree, or a combination of equivalent training/practical experience.

**Senior Specialist**

Minimum/General Experience:

Three (3) years of experience, or equivalent combination of education and experience, providing reports, studies, memos, and presentation materials

Functional Responsibility:

Provides document support to managers and staff. Provides complete document support to a very large department or field location. Coordinates complex and important projects and logistical details to ensure smooth operation of the unit. Advises managers and staff on proper procedures and policies. Responsible for preparing weekly and monthly reports involving research and data collection. Is delegated numerous complex and often confidential responsibilities. Drafts correspondence and prepares presentations. Works under limited supervision on complex tasks within established procedures. Work impacts contract performance.

Minimum Education:

Bachelor's Degree, or a combination of equivalent training/practical experience.

**Mid-Level Specialist**

Minimum/General Experience:

Two (2) years of experience, or equivalent combination of education and experience, providing reports, studies, memos, and presentation materials.

Functional Responsibility:

Under limited supervision provides document support to managers and staff. Makes copies, types reports and correspondence, enters data into spreadsheets and databases. Assists with projects and special assignments. Sorts mail. Greets visitors and answers phones. Orders supplies. Maintains filing system. Sets up meetings and travel arrangements. Works under supervision on routine tasks with established procedures. Impact of work is limited to the task being performed.

Minimum Education:

High School graduate.

**Junior Specialist**

Minimum/General Experience:

(One) 1 year of experience, or equivalent combination of education and experience, providing reports, studies, memos, and presentation materials.

Functional Responsibility:

Under close supervision provides document support to managers and staff. Makes copies, types reports and correspondence, enters data into spreadsheets and databases. Assists with projects and special assignments. Sorts mail. Greets visitors and answers phones. Orders supplies. Maintains filing system. Sets up meetings and travel arrangements. Works under close supervision on routine tasks with established procedures. Impact of work is limited to the task being performed.

Minimum Education:

High School graduate.

**Note:** Educational degrees are held in many disciplines. A candidate's relevant experience may be substituted for an educational degree where the candidates' qualifications clearly demonstrate that value. For example, we view six (6) years of

relevant experience as equivalent to a Bachelor's Degree. Please see the following matrix for more info.

<b>PST Educational Equivalence Matrix</b>			
	<b>BS</b>	<b>MS</b>	<b>PhD</b>
<b>Years Relevant Experience</b>	<b>6 Years</b>	<b>10 Years</b>	<b>14 Years</b>
<b>Bachelor's and Years of Relevant Experience</b>	Equivalent	BS + 4 Years	BS + 8 Years
<b>Master's and Years of Relevant Experience</b>	N/A	Equivalent	MS + 4 Years
<b>PhD and Years of Relevant Experience</b>	N/A	N/A	Equivalent

## CONSULTING LABOR RATES for Option 1 SIN 541611 and SIN 561210FS

Labor Category	Year 6 Nov 20, 2017 to Nov 19, 2018	Year 7 Nov 20, 2018 to Nov 19, 2019	Year 8 Nov 20, 2019 to Nov 19, 2020	Year 9 Nov 20, 2020 to Nov 19, 2021	Year 10 Nov 20, 2021 to Nov 19, 2022
Project Manager	\$104.47	\$107.08	\$109.76	\$112.50	\$115.31
Principal Management Consultant	\$155.47	\$159.36	\$163.34	\$167.42	\$171.61
Mid-Level Consultant	\$77.87	\$79.82	\$81.82	\$83.87	\$85.97
Senior Analyst	\$72.33	\$74.14	\$75.99	\$77.89	\$79.84
Junior Analyst	\$55.30	\$56.68	\$58.10	\$59.55	\$61.04
Senior Technical Consultant	\$202.17	\$207.22	\$212.40	\$217.71	\$223.15
Principal Specialist	\$66.36	\$68.02	\$69.72	\$71.46	\$73.25
Senior Specialist	\$62.51	\$64.07	\$65.67	\$67.31	\$68.99
Mid-Level Specialist	\$47.62	\$48.81	\$50.03	\$51.28	\$52.56
Junior Specialist	\$43.05	\$44.13	\$45.23	\$46.36	\$47.52

**Service Contract Labor Standards:** The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

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## CORPORATE OVERVIEW

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Headquartered in Washington D. C., Prime Source Technologies, LLC (PST) is a management consulting and enterprise software solutions integrator, providing business and technology solutions, including emergency management, network engineering and software development services, to federal and local governments, commercial enterprises and non-profit organizations. PST was established on April 2001 by our current CEO and President, Peng Yap. PST utilizes the latest technologies, best practices and standards to create a value proposition for our clients. Mr. Yap leveraged his experience in the IT industry and education to get the company off the ground. With hard work and complete dedication, PST has been able to diversify into Federal and State government contracting. As the years progressed, PST hired key upper management to support the expansion of contracts with State and Federal government bureaus, i.e. Department of Commerce, DOD, Department of Homeland Security, State Department, USDA, etc. We are very proud of our past accomplishments and look forward to our continued growth and success.

PST has about 100 employees and consultants. Our management team has well over 3 decades of experience in contracting with the State Department and other government agencies. Through our combined experience, we have been able to build a large network of high level professionals, subcontractors, clients, and key contracting officers. This has very important to our success.

Prime Source Technologies organization and management approach is based on three fundamental elements: people, processes, and management tools/plans, strengthened by the Project Management Institute's (PMI) guiding principles, and our in-depth planning, accurate forecasting, constant monitoring, and prompt action. We apply this approach to managing contracts as follows:

- Assign responsibility and accountability.
- Delegate authority.
- Foster open communications and a spirit of teamwork.
- Set clear goals and objectives.
- Monitor cost, schedule, and performance.
- Implement improvements.
- Involve the customer every step of the way.

We base our program management approach on best industry practices that provide clear lines of authority for operational and technical planning, coordination, execution, and

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control. We foster open communications by continually monitoring project progress not only by reading reports, but also by visiting contract sites and listening to our staff.